

02 September 1986

MGF-013-86

MEMORANDUM FOR: Director, Foreign Broadcast Information Service
THROUGH: Chief, Operations Group
SUBJECT: Monthly Report--Gulf Bureau--August 1986

I. GENERAL

With the end of monitorial/editorial operations on 30 July, the bureau turned its full attention to preparations for closure during August. Senior editor [] assisted by monitors [] took charge of the destruction of operational files and the distribution of reference materials to other bureaus and local officials of the Embassy. That job was completed by the time of [] departure on 12 August.

TDY personnel officer [] tied up the loose ends of the process of terminating or transferring the bureau's foreign national employees, wrote his final reports, and departed on 7 August.

Engineer [], assisted by FED's [] bore the brunt of the work during the month with the dismantling, sorting, and supervision of the packing of bureau equipment, as well as preparing a massive volume of property transfer documentation. Over 90 percent of the work was completed by the end of the month; most shipments of equipment destined for other bureau were crated and taken away by the contract shipper on 27 August. Only a very small amount of office furniture and equipment, needed for the administrative work yet to be accomplished in September, remains in the bureau.

II. OPERATIONS

Communications

The bureau's main communications circuit was closed on 13 August. The circuit was kept in operation as long as possible after regular operations ended to minimize commercial telex costs for closure related traffic. Keeping the circuit in operation beyond that date, however, would have delayed the process of dismantling the bureau in preparation for shipping equipment. The bureau's commercial telex line will remain in operation until 24 September; notice has been given to the telephone company to disconnect all commercial communications services to the bureau on that date.

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III. ADMINISTRATION

Personnel

1. Deputy Chief [] departed post on 2 August for PCS return to Washington. STAT
2. TDY personnel officer [] completed his assignment and departed on 7 August. STAT
3. The bureau's last two monitors, acting chief monitor [] and Arabic monitor [] departed on 6 and 7 August respectively. Both are transferring to Cyprus. STAT
STAT
STAT
4. Senior editor [] departed post on 12 August for PCS return to Washington. STAT
5. Bureau driver [] was terminated on 31 August. STAT
He will be working under the Embassy's master labor contract as a driver for the Marine Security Guard detachment. 7

IV. VISITS

To the Bureau

Engineer [] 13-28 August, to assist with dismantling and sorting bureau equipment and to supervise its packing for shipment by a contract shipping firm. STAT

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STAT

Chief, Gulf Bureau